

BATTALION CHIEF - ADMINISTRATION/TRAINING

DEFINITION

Under general direction, to perform administrative and technical duties in the day-to-day coordination and delivery of Department training in the areas of Operations, Fire Prevention, Suppression, Emergency Medical Services, Supervision and Management; provide highly complex staff assistance to the Fire Chief and others; and to perform related work as required.

Under general direction, to perform responsible management, administrative and technical duties in commanding and coordinating emergency incidents including fire suppression, rescue, emergency medical services, and hazardous material response; to manage, coordinate, and supervise operations, personnel, equipment and facilities as assigned; to act as Incident Commander until relieved by a superior officer.

CLASS CHARACTERISTICS

This is a single incumbent classification reporting directly to the Fire Chief and has responsibility for providing daily supervision to assigned staff. The classification is assigned to a standard forty hour work schedule. The incumbent may be required to serve as Battalion Chief-Line. When the Battalion Chief-Admin/Training is assigned to cover for a Battalion Chief-Line, additional compensation will be provided for the hours worked beyond the regularly scheduled work day.

EXAMPLES OF ESSENTIAL FUNCTIONS – Essential functions may include, but are not limited to the following:

- Assists in the coordination of activities related to recruitments; schedules and conducts the recruit training academy, and maintains all associated training files and records.
- Administers, manages, and coordinates all activities associated with maintaining company performance standards such as conducting training evaluations of all fire personnel.
- Administers, manages, and coordinates all activities associated with company training such as initiating and scheduling classes, lectures, drills, and providing educational materials.
- Schedules and coordinates periodic skills reviews for all probationary fire fighters.
- Coordinates training procedures with fire administration, Battalion Chiefs, and Fire Captains.
- Formulates training needs and standards.
- Coordinates joint training activities with other departments and agencies.
- Researches, obtains, and maintains educational training materials, and is responsible for the condition of training facilities and equipment.

- Participates as a member of the Fire Chief's staff; assists in the development and administration of Department goals, objectives, Administrative and Standard Operating Guidelines.
- Supervises subordinates in the management of special project assignments.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues.
- Trains, motivates and evaluates assigned staff and provides or coordinates training to correct deficiencies.
- Conducts meetings with Company Officers or others as necessary for the proper dissemination of information, procedural updates, changes in Department guidelines and other information from staff meetings; participates with Fire Captains in the training of staff.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; recommends and implements approved changes.
- Within established guidelines, provides for the safety of Department personnel and members of the public at emergency and non-emergency events.
- Responds to emergency and non-emergency events as required and, if warranted, assumes and maintains command until relieved by a superior officer.
- Makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from company officers.
- Attends drills, meetings, classes or other functions as required.
- Creates an environment to encourage personnel to expand personal and professional capabilities
- Represents the City and the Department in the community and at professional meetings as required; coordinates Department activities with other City departments and divisions and with outside agencies to ensure the needs and/or goals of the Department are met.
- Acts in the capacity of the Fire Chief as delegated or in his/her absence.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal fire department.

Modern principles, practices and techniques of fire science, operations and training.

Principles of supervision, training, and performance evaluations in a combination career/volunteer fire department.

Department organizational expectations.

Local geography, including the location of water mains, fire hydrants and target hazards within the City.

Proper English usage, grammar, spelling and punctuation.

Appropriate safety rules and procedures.

Pertinent federal, state, and local laws, codes, and regulations.

Skill In:

Making sound decisions and directing operations at an emergency scene.

Reading, understanding, interpreting and applying City policies, procedures, rules, regulations, special ordinances, and guidelines relating to all Fire Department operations.

Defining problems, collecting data, establishing facts and drawing logically consistent conclusions.

Analyzing problem situations, identifying safety hazards, locating and analyzing equipment problems, and explaining assignments and/or responsibilities to other employees.

Planning, assigning, supervising, and evaluating the work of support personnel under both emergency and non-emergency circumstances; evaluating performance of subordinates fairly and objectively in accordance with Department standards.

Supporting, reinforcing, and modeling Department organizational expectations.

Conducting fact-finding inspections, investigations or interviews and preparing the necessary documentation.

Understanding and following complex verbal and written directions.

Using computer technology and applications in the performance of daily activities including preparing reports, correspondence, technical records, and other documents and/or papers used by the Department.

Participating in fire suppression activities as necessary; climb ladders, direct groups/divisions, and operate other fire fighting equipment, including wearing respiratory protection.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing, to present information to Department personnel, members of the public, other City employees, and the media.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight (8) years of increasingly responsible full-time experience in an organized fire department with a minimum of two (2) years in a responsible command position.

Training:

Required:

Associate's Degree from an accredited college with major course work in fire science or a closely related field. Successful completion of the following State of California Certified Chief Officer courses:

- Fire Command 2A
- Fire Command 2B
- Fire Management 2A
- Fire Management 2C.

Desirable:

Successful completion of the State of California Chief Officer Certification program.

Successful completion of the following State of California Certified Instructor II Courses:

- Instructor 2A
- Instructor 2B
- Instructor 2C

License or Certificate

Possession of, or ability to obtain, a valid California Class A operator's license.

Possession of, or ability to obtain, valid First Aid and Cardiopulmonary Resuscitation cards.

Possession of a State of California Certified Fire Officer Certificate.

Ability to obtain Department of Motor Vehicles' authorization as a DL 170 instructor

Typical Working Conditions

On a continuous basis, work indoors in an office environment; intermittently travel in assigned vehicle to satellite stations, attend meetings and classes, or respond to emergency situations or incidents. May be exposed to dust, noise, smoke, fumes, gases, oil, grease, wet, uneven and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field. May work unusual and prolonged schedule during emergencies, seasonally caused circumstances or special projects. May be exposed to varying climates or hot and cold temperature conditions while in the field.

Typical Physical Requirements

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, squat, twist and reach while retrieving and/or returning files, supplies or equipment. Twist and reach for equipment surrounding desk; use telephone and write or use a keyboard to communicate through written means. Perform various tasks that require standing, walking, bending, stooping, kneeling, simple and power grasping, pushing, pulling and fine manipulation. Perform physical activities of a strenuous nature; lift or carry weights of 90 pounds or less; strength and stamina to perform fire service duties. Drive a motor vehicle under Code 3 conditions; see and hear with sufficient acuity to identify

potentially hazardous conditions; vision to read printed material and a computer screen; hearing and speech to communicate in person or over communications equipment.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.